

Parent Manual 2022



Welcome Funshine Family

The Brighton Recreation Center's Funshine staff would like to thank you for choosing our program to safeguard your child and provide enriching and fun activities all summer long. We welcome your family to our day camp and hope you share our excitement to get started!

Camp activities will include arts and crafts, field trips, games, local excursions and swimming at the Brighton Oasis. Our staff works hard to develop a quality experience for your child. We strive to develop a sense of community and belonging while at camp.

We appreciate you familiarizing yourself and your child with the policies, procedures and completing the forms necessary for your child's safety. If staff will be required to administer medication to your child during the program, the Medication Administration forms are due by May 2.

There will be a parent meeting on Monday, May 2 from 5:30-6:30 p.m. and the camp nurse will be available as early as 5:00 p.m. to review your medication forms and to assist with medication intake. If your child needs medication, please plan to attend this meeting.

Please keep this packet for future reference throughout the summer. Weekly newsletters will be available on-site to keep you informed of day-to-day activities and needs for field trips and other events.

Email addresses provided at registration are used to send registration forms and email updates. Look for updates about the program at www.brightonco.gov → Parks & Recreation → Recreation Center → Funshine.

This program is state-licensed so you may use payment information when filing your taxes. The tax ID number is 84-6000567.

If you have any questions please contact me at 303-655-2209 or please call the Brighton Recreation Center at 303-655-2200. Let's have a great summer!

Katy French, Youth Recreation Coordinator
303-655-2209
kfrench@brightonco.gov

PROGRAM INFORMATION

Funshine Program Goal

The goal of the Brighton Summer Funshine Program is to provide a safe and fun summer camp for school-age children that builds self-confidence and enhances self-esteem.

Program Objectives

- To provide a safe, accepting and caring environment for all children.
- To provide a program that offers a variety of activities in order to meet all children's needs and interests, and encourages learning new skills.
- To encourage and develop new friendships.
- To provide positive discipline techniques and help children develop and use their problem-solving skills.
- To contribute to the development of physical growth, creativity, self-concept, social awareness and intellectual curiosity in children.

FUNSHINE PROGRAM LOCATION, DATES & TIMES

Location:	TBD
Ages:	6-12 years old
Dates:	June 6-July 28 (closed on July 4)
Days:	Monday-Friday
Time:	8:30 a.m.-4 p.m. (regular hours) 7:30 a.m.-5:30 p.m. (extended hours)

*Staff hours and scheduling is based on enrollment.

We cannot have regular hour campers arrive prior to 8:30 a.m. or pickup after 4:00 p.m.

Please do not send your child early to the site or plan on your child staying late. Fees will be assessed. See below for details.

REGISTRATION

Registration is open to all children ages 6-12 on a first come first served basis. **TO GUARANTEE A SPOT ALL REQUIRED PAPERWORK MUST BE TURNED IN BY MAY 2ND.** Children who do not get a spot immediately can be put on a waitlist and you will be contacted if a spot becomes available. Any camper that does not have the required paperwork in by May 2nd will be moved to the waitlist and lose their spot in camp.

City of Brighton Funshine Camp will accept any child within the age range stated above without regard to gender, creed or ethnicity. Admission of special needs children is encouraged if the staff and center are able to integrate the child into the program and serve the needs of the child bases on our 1:15 ratio.

PAYMENT SCHEDULE

The Funshine program allows families to either pay the full camp fee at the time of registration, or split payments by following the schedule below. Paying the \$100 deposit infers the understanding that payments will be received no later than the due dates below or your child's spot may be filled. Final payment is due no later than May 2.

Deposit	A \$100 non-refundable deposit is required at the time of registration and will be counted toward the total balance due
First Payment due March 30	Regular Hours \$350 + \$12 operating fee Extended Hours \$505 + \$12 operating fee
Final Payment due May 2	Regular Hours \$350 Extended Hours \$505

LATE FEE

A late fee of \$10 will be assessed for every ten-minute segment the parents/guardians are late. For example, if the parent arrives at 4:22 pm, \$20 will be charged. Children cannot return to the program until the late fee is collected. Please pay at the Brighton Recreation Center.

WITHDRAWAL PROCEDURES

Written notification must be given to the Youth Coordinator when a child is being withdrawn from Funshine. This notification must include the child's last day. A zero balance must be reached by the child's last day.

REFUND/CANCELLATION POLICY

If a child no longer continues to attend Brighton Funshine Camp, parents must directly inform the Youth Recreation Coordinator at 303-655-2209. Only parents or legal guardians will be permitted to pull a child from the program.

After the camp begins no refunds will be given unless for medical reasons, with documentation; costs will not be prorated.

A refund will be considered if your child's slot is filled prior to the start of the program.

Fees will not be prorated or refunded for vacations, sick days, suspension or dismissal for behavior.

PROGRAM INFORMATION

FIELD TRIP & ACTIVITY SCHEDULE

Schedules will be available at the parent meeting. Field trips will be every Wednesday beginning the 2nd week of camp. Field trips are subject to change. Advanced notice will be given.

****More information regarding field trip procedures & policies can be found on page 12.**

CHECKLIST OF SUPPLIES NEEDED DAILY FOR FUNSHINE (Label all belongings)

- Water bottle
- Sunscreen (Please apply sunscreen or supervise your child apply their own sunscreen each morning to ensure they start the day with sun protection)
- Morning snack AND afternoon snack (please pack extra on swim days)
- Sack lunch
- Close-toed shoes
- Hat to provide sun protection.
- Bag or backpack to carry and store personal items
- Sandals (swim days)
- Towel
- Swimsuit
- Comb or brush
- Camp shirt (Mandatory for all field trip days)

MANDATORY CAMP T-SHIRT DAYS

As part of the program fee, each child will receive a t-shirt the first week of the program. Please label your child's shirt. Children must wear these shirts on all field trips, as this helps readily identify children and the program to which they belong.

For safety purposes and to protect the campers from the sun, ALL campers will wear their camp shirts for the field trips the entire day. **Replacement T-shirts will be available for a \$10 fee while supplies last.**

COMMUNICATION/SECURITY PROCEDURES

SIGN IN/OUT

- Parents must note on the registration form how their child will be signed in/out.
- The options are:
 - walking/biking
 - adult sign-in/out
- Once given permission, walkers and bikers can sign in/out themselves.
- Children brought by a parent must be signed in/out by the parent in the building.
- Please list who can sign your child in/out of the program in the Emergency Contacts section in the registration form.
- The Funshine staff will require that all adults come in person to the building with a photo I.D. to sign the child in/out (Staff will ask unknown adults to show identification)
- For safety reasons, we will not release children to adults waiting in a car or to any person who does not appear on the emergency card or whom written permission has not been given.
- A child also will not be released to a parent who we suspect is under the influence of alcohol or drugs.

- In the event of an emergency, a child may be released to an adult not on the Emergency Contacts section if the primary and/or secondary parent/guardian has given verbal permission to a staff member. This person must show photo I.D. to the staff before signing the child out.

GREEN WRISTBANDS

We are using green bracelets to identify our campers. Each camper will get a wristband at check in and then return the wristband at check out every day. This helps our staff identify who has signed in and who belongs to the Funshine Summer Camp. This will also help because there are other programs held at the school who will have students throughout the summer. The bracelet contains contact information of the Brighton Recreation Center in the event of an emergency each camper will have our bracelet with information. Bracelets are cleaned every night with soap and disinfectant.

LATE/ABSENT

Children are expected to be at camp no later than 9 a.m. If your child is going to arrive late or will be absent from the program, please call the Funshine Office by 8 a.m. to notify camp staff. Do NOT call the Recreation Center. Please be ready to leave the following information:

1. Child's name
2. Your name and a phone number where you can be reached
3. The date(s) of absence or when your child will arrive if late.

We will not be able to wait for late children on field trip days. If you are not able to make it prior to our departure, you will have to plan with camp staff to meet us on location. If you ever bring your child to a camp location, make sure that you make contact with a staff member and have your child signed in. Anytime we leave the camp room we will post where we are at. Field trip information can be found online.

VACATION

Please inform a Site Director if your child will be on vacation or will miss a day of the program. Program fees are not prorated for absences.

EARLY DISMISSAL

Please send a note to the Site Director giving specific information if your child needs to leave early. If someone other than the parent will be picking up the child, indicate the name of the person and the time they will be picking up the child. **Children cannot be released early to anyone other than the parent/guardian without this written notice.**

Some children participate in activities during program hours or immediately after the program ends. Please provide the staff with a note giving your child permission to sign themselves in/out of the program, the activity that they will be attending, the duration and length of the activity, if and when your child will return to the program, and any other beneficial information.

COMMUNICATION/SECURITY PROCEDURES

COMMUNICATING WITH STAFF AND FAMILIES

In the event of an emergency when staff need to reach parents, we will utilize the contact information on the registration forms. Please inform staff of any changes to this contact information. If families need to reach staff, use the contact information provided at drop-off.

PARENT CONFERENCES

Let's talk! Communication is an integral part of providing for your child's continued development. We will request conferences with the parent or legal guardian as needed, to review your child's behavior, progress, and/or social and physical needs. Please feel free to request a conference at any time you feel it may benefit the child, staff, or yourself.

VISITOR POLICY

Visitors to our program will be kept to a minimum. Anyone wanting to visit the Funshine Camp needs to have pre-arranged approval before attending the program. As a safety measure and licensing requirement, public users of the site will not be allowed to intermingle in the Funshine Program. School rooms are reserved for our use, but the playgrounds are for public use. Staff members will use their best judgment when planning activities. Participants will not be permitted to bring friends to the program or have them meet them at the site. All visitors to the program will sign in and staff will inspect and record one piece of identification.

In a separation or divorce situation, the child remains our priority. If a parent properly identifies himself/herself, we are not allowed to stop that parent from enjoying visitation privileges unless there is a specific court order, restraining order, or legal document in the child's file denying such a visit.

IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES

At the beginning of each day, parents/children will sign in. Parents will be called, starting at 9:15 a.m. if a child has not been reported as absent and has not arrived at the site by 9 a.m. if they are authorized to sign themselves in/out. Once at the program, children will be placed in age-appropriate rotation groups with the staff/child ratio no greater than 1:15. Along with headcounts throughout the day, a buddy system will be used for everything such as getting a drink, bathroom breaks, and field trips. Group leaders will utilize a group-specific roster to monitor the comings and goings of campers at all times. At the end of each day, a parent/child must sign out. Staff will follow up on any child not signed out to make sure they have made it home safely.

Off-site trips/program:

Children will be placed in attendance groups and a buddy system will be used. Staff members will monitor with face/name checks and record on their group rosters. Complete camp attendance will be taken on the bus before departing any location.

COMMUNICATION/SECURITY PROCEDURES

LOST CHILD PROCEDURE

Our staff is trained to have a heightened awareness of their campers' whereabouts at all times. However, in the event that staff discovers a child is missing from the site or field trip, the following procedure will be used:

1. Staff will gather their group and take roll to identify the missing child.
2. They will have one staff person contact the Site Director for assistance.
3. If after 5 minutes the child has not been found, the Site Director will notify the Youth Recreation Coordinator. He/she will:
 - a. Call 911
 - b. Notify the parents
4. Staff will not depart from the field trip site until all children are accounted for.
5. An incident report will be filed and submitted before the end of the day.

LATE PICK-UP

It is mandatory that your child is picked up at the closing time. The closing time for the regular program is 4 p.m., extended is 5:30 p.m. Should an emergency arise where you cannot pick up your child, please call the camp immediately. If your child has not been picked up on time the staff will follow our Late Pick-Up Procedure. Due to state licensing guidelines, either the Site Director or Leader will stay with your child until they are picked up by an authorized adult.

1. Immediately after the program, staff will begin by calling the child's parent.
2. Ten minutes after dismissal, staff will call parents a second time and then emergency numbers if parents cannot be reached. Staff will also contact the Youth Recreation Coordinator.
3. Fifteen minutes after dismissal, staff will try contacting all emergency phone numbers and they will update the supervisor again.
4. Thirty minutes after dismissal, a last call to the parents and the Recreation Supervisor will take place. If parents are not reached, the Brighton Police Department and/or Social Services will be contacted for the safety of the child.

COMMUNICATION/SECURITY PROCEDURES

PROCEDURE CONCERNING PERSONAL BELONGINGS AND MONEY

- We ask that participants not bring any personal property or money with them to camp. If a participant does bring personal property it will be his or her responsibility.
- Cell phones must remain in backpacks throughout the day; parents can contact their children via the Funshine office phone. (Phone number provided on the first day of camp)
- Extra money is not needed for any outings. Please do not send cash to camp or for field trips. All personal belongings brought to the program need to be labeled.
- All Funshine Camp shirts look alike —the shirt needs to be labeled.
- Toys from home can be distracting and may be confiscated.
- Participants should have a bag labeled with their name to store their belongings.
- Items identified as unsafe or distracting in the licensed camp setting will be confiscated; to include sunscreen, medications and anything that is distracting or potentially harmful.
- All confiscated items can be returned to the parent or guardian at the end of the day when the child is picked-up.

LOST AND FOUND ARTICLES

All lost and found items will be held by the camp office. On a weekly basis, staff will attempt to have items claimed. At the end of camp, we will donate items to Goodwill. If the items are more valuable we will bring them to the Brighton Recreation Center to be logged in their lost and found located at the front desk.

BICYCLES

Children riding bikes should bring a chain and lock for which they are responsible for using. Bikes will be left unattended. Helmets will be required for children participating in bike/skating/roller hockey activities held at sites during scheduled times only.

PARTICIPANTS PERSONAL HYGIENE

- Each child will be instructed to wash hands with soap and running water before/after meals and after using toilet facilities.
- All toilet articles, such as combs/hair brushes must be labeled with the child's name and shall not be shared with other participants.

BATHROOM POLICY

If your child requires the use of a gender-segregated bathroom, please see the Youth Recreation Coordinator to discuss a specialized plan.

Every effort will be made to encourage participants to use the bathroom before leaving the premises. All parks that we travel to will have restrooms available for use.

COMMUNICATION/SECURITY PROCEDURES

POLICY CONCERNING MEALS AND SNACKS

- Safe drinking water is freely available to children at all times.
- Please bring a full water bottle to the program every day.
- Hot lunch is available through Brighton School District 27J. Parents will need to send two snacks daily with your child.
- A sack lunch needs to be sent if your camper is not eating in the hot lunch program.
- **All children must bring a sack lunch on Wednesday, field trip days.**
- We highly recommend sending a sack lunch the first week of camp until your child's schedule is more familiar.
- In accordance with state licensing guidelines, staff members will monitor all sack lunches to determine if they meet one-third of the child's daily nutritional needs. If the lunch is not adequate or the child fails to bring a lunch the staff will contact the parent to provide a lunch. When the camp is onsite for lunch (every day except field trips on Wednesdays) you may direct us to have your child participate in the hot lunch program.
- If you prefer, your child can be provided with the Lunchable meal and piece of fruit at a cost of \$10 to the parent, which must be paid at the Recreation Center before the child may continue attending camp.
- If a parent cannot be reached, the emergency contact will be called. On Wednesdays, if no lunch can be provided the Youth Recreation Coordinator will provide a Lunchable meal & piece of fruit at a cost of \$10.
- There is no access to a microwave or refrigeration so please plan accordingly. Absolutely no glass. On occasion, participants or staff may want to bring treats/snacks for a party or celebration. Due to health code, these treats/snacks must be prepackaged store-bought items. Staff must be notified in writing ahead of time to account for food allergies.

POTENTIALLY HAZARDOUS FOODS

Due to the fact that our program does not have access to refrigeration please be aware of any potentially hazardous foods. These foods are defined as any natural or synthetic food or food ingredient that supports the rapid growth of infectious or toxigenic microorganisms or the slower growth of C. Botulinum.

Food is potentially hazardous if it is:

- From animal sources such as meat, milk, fish, shellfish, edible crustacean, poultry, or contains any of these products.
- Of plant origin and has been heat-treated.
- Raw seed sprouts.

Please send your children with lunches that are not quickly perishable and don't require refrigeration.

DISCIPLINE AND BEHAVIOR

CODE OF CONDUCT

Children who attend Funshine are expected to follow the Code of Conduct below and to interact appropriately in a group setting.

- We are all responsible for our actions
- We respect each other and our environment
- We will care for ourselves and those around us
- No use of profanity, offensive language or name-calling will be tolerated
- No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
- Be enthusiastic, thoughtful, open-minded, and involved
- Treat others as you would like to be treated
- Listening & paying attention are mandatory for a safe and fun camp experience
- Complete respect for all equipment, facilities, and grounds is expected

BEHAVIOR MANAGEMENT

Our staff uses the positive techniques of guidance, including logical or natural consequences applied in problem situations, redirection of youth to more acceptable behavior, anticipation of and elimination of potential problems and encouragement of appropriate behavior, rather than comparison, competition or criticism. Consistent and clear rules are established. Staff members encourage the youth to solve the problem, with assistance when needed, rather than impose the solution. They help youth to recognize and respect each other's feelings. The staff members encourage pro-social behavior such as cooperation, helping, taking turns, and talking to solve problems. The goal is to help youth internalize rules and become self-directed in their behavior.

DISCIPLINARY GUIDELINES

Three basic principles are to be observed by all:

1. Keep yourself safe
2. Keep others safe
3. Keep the materials and equipment safe

Funshine staff members will not use corporal or other harsh punishment, including but not limited to:

- Pinching, shaking, spanking, punching, biting, kicking, rough handling, hair pulling, or any humiliating or frightening method of discipline.
- Children will not be subjected to physical or emotional harm or humiliation.
- Discipline will not be associated with food, rest or needing to use the bathroom.
- Children will not be punished for bathroom accidents.
- Food will not be denied or forced upon a child as a disciplinary measure.
- Separation will be brief and appropriate for the child's age and circumstance.
- The child will be within hearing and vision of a staff member.
- Authority to discipline will not be delegated to other children or volunteers.

DISCIPLINE AND BEHAVIOR

DISCIPLINARY ACTION PLAN

Minor behavior problems:

- The child will be separated from the group.
- The staff member and the child will determine when the child is able to return to the group. This will be no longer than five minutes.
- If reoccurring, the staff member will log the incident and what means of discipline were used and notify the Site Director.

Major behavior problems or continued inappropriate behavior:

- The child will be separated from the group.
- The staff and child will reflect upon the behavior.
- The staff member, working with the Site Director, will notify parents and discuss their child's next steps.
- Depending on the severity, these steps could include a parent/child and staff conference.
- In extreme cases, the Youth Recreation Coordinator may skip steps leading directly to suspension or expulsion from the Funshine program.
 - In the event of a suspension or expulsion, the registration fee will not be prorated or refunded.

CHILDREN WITH SPECIAL NEEDS POLICY

AMERICANS WITH DISABILITIES ACT

Brighton welcomes everyone to participate and enjoy programs and facilities regardless of race, color, religion, gender, age, national origin, or disability. Brighton supports the Americans with Disabilities Act and strives to comply with all aspects of the law to ensure barrier-free participation.

Child care programs are required to make “readily achievable accommodations” for all children with disabilities. “Readily achievable” is defined as being “able to accomplish easily and without much difficulty or expense.” Programs are not required to make changes that would create an undue burden, which is most simply defined as creating significantly difficult or increasing safety or crime considerations.

ASSESSING SPECIAL NEEDS

Child care programs are required to make an individual assessment about whether it can meet the particular needs of the child without fundamentally changing the program. Upon registration, parents will need to provide an existing individualized healthcare plan for the child that can be reviewed to determine whether the Funshine Program can meet the needs of the child. The individualized healthcare plan shall include the following as needed for the child and must be signed by the healthcare provider:

- Medication schedule
- Nutrition and feeding instructions
- Medical equipment or adaptive devices, including instructions
- Medical emergency instructions
- Toileting and personal hygiene instructions

CONSIDERATIONS BEFORE ENROLLING A SPECIAL NEEDS CHILD

Though our program is state-licensed, please take into consideration the following limitations of our day camp program before enrolling your child with special needs.

- The program consists of physically active activities, many outdoors.
- Staff is not trained to assist with toileting and feeding participants or Therapeutic Recreation
- Staff training includes CPR, First Aid, universal precautions, child abuse awareness, medication administration training, and van driver training.

The program does not have a staff-to-child ratio to accommodate a child one-on-one.

PROGRAM POLICIES AND PROCEDURES

READING TIME

We will provide the option for children to have reading time throughout the week. Please support us this summer by sending your child with a book, magazine or workbook each day. There will also be occasional days we will travel via a city van to Anythink Library.

MEDIA AND INTERNET USAGE PLAN

Staff will notify parents in their weekly newsletters of any special activities that do not follow every day planned activities. For the most part, videos/movies are not utilized by the Funshine program, however, the site will have access to limited video viewing with Youth Recreation Coordinator's approval. Parents give the City of Brighton permission to show PG-rated movies in the Waivers section on the registration packet. Internet usage will be limited to lesson planning directions for staff while at camp. In the event internet usage is permitted for participants, staff will go over safe practices while online and do period screen checks.

DRESS CODE

Children are expected to be dressed appropriately for the day's activities and Funshine staff will not permit any article of clothing referring to the support of violence, drugs, weapons/fighting, profanity, etc. or discrimination of any kind. Parents will be immediately notified to come to the school with a change of clothing if these guidelines are not followed. Campers must keep all of their clothes on when they are not swimming at the pool.

NEWSLETTERS

Weekly newsletters are available each week on-site to announce important Funshine information. Field trips and weekly excursions will be announced as well as anything your child might need to be prepared for. Be sure to get a hard copy or look online at www.brightonco.gov/Funshine for information that could impact your child's schedule.

VIDEO AND PHOTOGRAPHY

Participants in any public facility or program may be photographed or videotaped for use in city publications, websites, social media or promotional materials. Please inform the staff in writing by the first week of camp if there are legitimate reasons why your child should not be photographed.

PARTICIPATION EXCLUSION

Parents can exclude their children from participating in any activity they wish. Please indicate on the registration form which activities you wish your child to be excluded from. An alternate activity will be provided (except for field trips when staff will be off-site with the camp). There will be no supervision offered at the school for your child on field trip days.

PROGRAM POLICIES AND PROCEDURES

IMMUNIZATION POLICY

Immunization records on the approved form are required for state child care licensing. The form needs to be signed by a physician. These records are required annually.

Exemptions

MEDICAL EXEMPTIONS-Please have your child's doctor complete the medical waiver exemption

https://www.colorado.gov/pacific/sites/default/files/Imm2_Medical-Exemption-English.pdf

NON-MEDICAL EXEMPTIONS-

- The non-medical exemption must be submitted annually. The exemptions expire June 30 each year.
- Non-medical exemptions can be claimed by submitting the online form to the state for inclusion in the immunization registry, or by submitting the form directly with your enrollment packet. If you submit the form on line, the camp requires a paper copy of the exemption form.

https://www.colorado.gov/pacific/sites/default/files/Imm2_Non-Medical-Exemption-English.pdf

COMMUNICABLE DISEASES

Communicable diseases include but are not limited to the following: hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia or shigella.

COMMUNICABLE ILLNESS POLICY

If a child shows signs of severe or communicable illness parents will be called immediately. The child will be separated from the group and made as comfortable as possible. The Youth Recreation Coordinator will notify the local health department, staff members, and all parents of the participants enrolled at that site if any further action is necessary. The child's confidentiality will be maintained at all times.

CONTROL OF COMMUNICABLE ILLNESS

We ask that parents notify the staff if their child has been diagnosed with a communicable illness. Staff will notify the Youth Recreation Coordinator, who will, in turn, notify the local health department, staff members, and all parents of the participants enrolled at that site if further action is necessary. The child's confidentiality will be maintained at all times.

ILL CHILD POLICY

A child who is ill upon arrival will not be permitted to stay at camp for that day. If a child becomes too ill to remain at the program, staff will call to have a parent pick them up immediately. The child will be separated from the group and made as comfortable as possible until a parent arrives. The parent has one hour to make arrangements and have the child picked up.

FIELD TRIPS/CAMP EXCURSIONS

FIELD TRIPS

- Parents give the City of Brighton Funshine Program permission to take children on field trips with prior notice on the registration packet.
- Parents are agreeing when signing the Waivers section on the registration form that their child can be transported by bus, van, and walking.
- For the safety of each child, participants attending field trips must leave and return with the Funshine Program.
- While being transported, children will wear seat belts at all times in city vehicles, and when taking a bus all rules and regulations for riding busses will be followed.
- Staff will check that everyone is wearing their seatbelts.
- Children will be under constant supervision while on field trips. The buddy system will also be used on field trips at all times.
- Visitors or relatives of the children are not allowed to attend trips, only registered participants and trained staff.
- In the event of an emergency while on the road, the staff will contact the Youth Recreation Coordinator to determine the steps to be taken to assure the safety of everyone.
- Admission fees are covered by the registration fee, however, parents are responsible for sending sack lunches.
- Please do not send money with your camper(s). No purchasing will be allowed.
- Due to safety concerns, drop off is not permitted at field trip locations.

If your child will not be attending the field trips, supervision will NOT be provided at the school site.

SWIMMING SCHEDULE Tuesdays/ Thursdays

- All age groups swim once a week. A swimsuit, towel, and sunscreen will need to be sent on your child's assigned day.
- Funshine will use the Brighton Oasis Aquatic Park located at 1852 Bromley Lane.
- Children will be grouped by age and swimming ability. Groups may have to be adjusted to balance numbers; you will be notified in the weekly newsletter.
- Please send suits/towels/sunscreen daily the first week of camp until your child is assigned to a group and swim schedule.
- Groups will be transported in the city van.
- Swimming canceled due to inclement weather will not be rescheduled.
- We will not allow children to access the snack bar at the Brighton Oasis.

SPLASH PAD

Each group may visit the Emi Chikuma Splash Pad at Benedict Park, located at the north end of Benedict Park, 1701 Skeel Street.

- Children will need to bring swimsuits, water shoes, a towel, and sunscreen.
- This activity is weather permitting.
- We will not be able to accommodate any children who were absent on their group's assigned day to the splash pad.

EMERGENCY/WEATHER PROCEDURES

ACCIDENTS AND INJURIES

Parents/Guardians of youth with special dietary, allergy or health needs must complete the Allergy Release Form OR the Allergy and Anaphylaxis Action Plan/Asthma Care Plan and the Medication Administration Form with their youth's physician.

Employees are prepared to act efficiently whenever there is an accident. Any staff member who becomes aware of a potentially dangerous situation immediately informs the other staff members as to the specifics of the situation.

For serious accidents, incidents and emergencies, staff follow the emergency procedures outlined below:

1. A staff member calls 911 and gives the specifics to dispatch.
2. Another staff member calls for additional staff to help with the situation.
3. If an ambulance is needed, a staff member waits outside the center to direct the emergency personnel.
4. If the situation involves giving First Aid and/or CPR, one staff member provides the First Aid and/or CPR. The other staff member calls 911 and gives specifics to dispatch. It is then the responsibility of the staff member who is not administering First Aid and/or CPR to remain in control of the rest of the class and contact a supervisor.
5. The person most involved in the emergency contacts the Recreation Coordinator, fills out an incident/accident report and notifies licensing (if applicable.) The report is then given to the Recreation Coordinator.

For less serious injuries:

1. Staff takes appropriate first aid steps for treating injuries. They do not administer any medications to the youth except when outlined with a Health Plan.
2. Staff notifies the parent/guardian of the injured youth as soon as that parent comes to pick up the youth from class.
3. Staff completes the incident/accident report form and returns it to the Program Director that day

INCLEMENT WEATHER/EXCESSIVELY HOT WEATHER POLICY

All programs, including field trips, are subject to cancellation in the case of inclement or excessively hot weather. In case of cancellation during the day due to extreme weather, the following procedures will be used.

1. Children will be kept inside and in a safe area.
2. If extreme weather persists, a decision will be made to cancel programs.
3. Parents will be called to pick up their child or they will give their permission to have their child released to walk or bike home.

EMERGENCIES/ NATURAL DISASTERS

All staff members are trained in established safety procedures. Periodic safety drills are conducted to familiarize children on procedures to follow in the event of an emergency such as fire, tornado, or severe weather. In case of an actual emergency affecting the program or registered participants, the following procedures are used as guidelines:

1. Staff will immediately gather the group to one area and define the situation: (a.) Headcount/attendance taken.
2. Assess the situation and who is affected.
3. Staff will alert proper authorities for immediate assistance then notify the Recreation Supervisor of the situation and then children's parents/guardians will be notified promptly (except tornado warning).
4. A written report of any incident requiring professional medical attention must be sent to the Colorado Department of Human Services within 48 hours.

DISASTER PLAN IN EFFECT

Special Needs Preparedness Disaster Plans

We will review the list of special needs children. We will ensure individual staff are with special needs children. All medication will be moved if children relocate. We will take first aid supplies to accompany the children. Examine all children/staff for injuries after the emergency has passed. We will establish and maintain a log of any medication administered. Stay in communication with parents and medical authorities.

SHELTER

TORNADO SHELTER INFORMATION: Get into the safest structural areas of the school.

Preparation:

- Student Behavior:
 - Listen
 - Follow directions
 - No talking
 - Let a counselor know if you see someone who needs help
 - Stay together
 - Be safe
- Attendance will be taken
- Maintaining a quiet and orderly classroom.
- The Crouch Position: ONLY used when in imminent danger: assume a posture, in which the camper is crouched on his/her elbows and knees with his/her hands over the back of his/her head.
- The campers inside the building should be instructed to crouch on the floor with hands covering the back of the head, away from windows and nearest the interior north or east walls, preferably under desks or tables to protect them from falling debris.
- Outside Action: When a tornado is actually approaching campers on the playground should be instructed to lie face down, hands over the head for protection, preferably in ditches.

Site Director:

- Take control of the zone – organize, oversee and communicate.
- Check with each camp staff in their assigned zone. Ensure that everyone is safe and accounted for.
- Communicate with the Incident Communications Officer via the use of a walkie-talkie or cell phone.

EVACUATION

EVACUATION PLAN

- Posted evacuation plans are in an easily viewed place near the classroom exit.
- Classroom GO KIT – Red Folder:
- Class Roster up-to-date zone map
- Gloves
- Band-aids
- Red/Green Card
- Pen
- Reviewing procedures with class, including evacuation norms and escape routes.
- Student behavior :
 - Listen
 - Follow directions
 - Keep voices off
 - Let a counselor know if you see someone needs help
 - Stay together
 - Be safe

Camp staff:

- When possible, the room is cleared
- Turn off the lights
- Close the door then follow your class from the building
- Keep the lines moving
- Take class attendance outside and ensuring that ALL students are present
- Finding your group - if not with your group, get to safety, and then locate your group
- Camp staff and campers will return to the building when the Site Director gives the return to class announcement.

Custodians:

- Quickly sweep the school if possible
- Get out of the school to safety

Site Director:

- Take control of the zone – organize, oversee and communicate.
- Check with each camp staff in their assigned zone. Ensure that everyone is safe and accounted for.
- Communicate with the Incident Communications Officer via the use of a walkie-talkie.

SECURITY EMERGENCY PROCEDURES

SECURITY EMERGENCIES

LOCKOUT: Outside threat. Custodian will ensure all entrances are locked and “controlled access” from the office – front entrance only. Activities continue within the classroom.

- a. Walkie-Talkie Announcement: Attention, Attention. We are on Lockout. Please return to the classrooms. We are on Lockout. Do not go outside. (REPEAT) Staff will work with the Custodians to check all doors.
 - i. Custodian to monitor doors. No exit or entry.
 - ii. Hallway clearing takes place.
 - iii. Confirm all staff are in the room and aware – use a roster check sheet.
 - iv. Student movement supervised – including bathrooms.

LOCKDOWN: Inside, immediate threat. Personnel who are outside should not come back into the building but go to a nearby evacuation site. ***Our 2022 established evacuation site is the Brighton Recreation (555 N 11th Ave. Brighton, CO 80601).***

ERCC:

E**valuate** – what is happening? Where is the danger? What is the danger?

R**eact** – fast, move students to a secure spot or away from danger.

C**ommunicate** – Call 911. Call 911. Tell & Call on walkies, phones, yell out “Lockdown, Lockdown.”

C**are** for the campers.

- Outside: Camp staff will direct students away from the threat. If the threat is inside the building, Camp staff will direct students away from the building. (Boys and Girls Club, OTMS, the neighborhood, etc.)
- Camp staff will direct students to move away from the direct line of the classroom windows or interior door windows. Lights will be turned off. Exterior classroom window shades will be closed, and internal classroom door windows will be covered.
- Deny entry – do not open any door. The ‘lockdown’ will remain in effect until the Site Director or designee and law enforcement officers verify it is safe to resume school. Camp staff will never release the lockdown if someone knocks at the door or makes a PA announcement because in any real event, a person or persons with authority (administrator and/or police) will have keys and will unlock classroom doors and release classes.

If students need to be released early, the Reunification/Controlled Release protocol will be followed. Following an incident, this may take place at our evacuation site – ***Brighton Recreation Center (555 N 11th Ave. Brighton, CO 80601).*** Appropriate information will be provided to parents via social media and through email. Camp staff will be informed, debriefed and aware of all safety concerns and possible crisis situations by phone, email, or by personal contact.

STORING AND ADMINISTERING MEDICATION

STORAGE OF MEDICATION

Medications will be locked and dispensed by a staff member at the appropriate time according to the dosage marked on the container. A written record of all medication dispensed is required and no medication may be kept with the participants.

****Written permission from the child's doctor must be on file before any medication can be dispensed.**

- Medication must be kept in the original container.
- Prescriptive medicine containers must bear the original pharmacy label that shows the prescription number, name of the medication, date filled, physician's name, child's name, and directions for dosage.
- When no longer needed, medications must be returned to parents or guardians, or destroyed.
- Medication will be dispensed and a record made only by persons trained to administer medications. Staff will be trained prior to administering medication to any child.
- The written record of medication will include the child's name, date and time the medication was administered, the name and dosage of the medication, and the name or initials of the staff person who administered it.

****Children who have asthma will be permitted to carry their own inhalers and use them as directed once written parental consent and authorization of the prescribing practitioner is received.**

Medications requiring refrigeration cannot be dispensed.

The procedure for storing and administering children's medicines and delegation of medication administration is in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act".

SUN PROTECTION

- Sunscreen is considered a medication and the program staff must have the parent/guardian's written authorization to apply sunscreen to their child's exposed skin. The request is in the Waiver section of the registration form.
- Please, supply labeled sunscreen by writing their name on tape in pen. It will be kept out of reach of all children when not in use.
- Be sure to send your child to camp with sunscreen already applied on a daily basis, particularly on swim days. Also, take the time to show your child how to properly apply sunscreen; sprays still need to be rubbed onto the area for complete coverage and application.
- As a normal rule, children will be reminded to apply their own sunscreen on a frequent basis which staff will oversee. Have your child ask their leader/aide for assistance.
- Camp sunscreen will only be provided in the event that your camper runs out of sunscreen.

COMPLAINTS

Complaints regarding suspected licensing violations must be reported to:
Colorado Department of Human Services Division of Child Care
1575 Sherman Street, Denver, CO 80203-1714
303-866-5958

Complaints regarding the actual program need to be reported to the following:
John Workman, Recreation Supervisor at 303-655-2219.

REPORTING ABUSE

Employees who work with children are required by law to report suspected abuse or neglect. The staff will call the Youth Recreation Coordinator and advise them of the situation. Then the employee will notify Child Protective Services to report the suspected abuse/neglect and follow instructions from Child Protective Services. Child Protective Services and/or Law Enforcement will determine the next course of action.